



Republic of the Philippines  
**DEPARTMENT OF ENERGY**

DEPARTMENT ORDER NO. DO2020-11-0012 /

**ADDENDUM TO DEPARTMENT ORDER NO. DO2020-04-0006 ON  
PRESCRIBING THE GUIDELINES ON THE CONVERSION OF CURRENT  
POSTPAID/PREPAID MOBILE TELEPHONE SUBSCRIPTION TO CELLULAR PHONE  
ALLOWANCE FOR THE OFFICIALS AND PERSONNEL OF THE DEPARTMENT OF  
ENERGY AND REPEALING FOR THIS PURPOSE  
DEPARTMENT ORDER NO. DO2017-12-0018**

**WHEREAS**, in compliance with the President's SONA DIRECTIVE 2017-0010 mandating all national government agencies to process requests from the public within 15 working days and Commission on Audit (COA) Circular No. 2012-003 dated 29 October 2012 on "Updated Guidelines for the Prevention and Disallowances of Irregular, Unnecessary, Excessive, Extravagant and Unconscionable Expenditures, the Department of Energy (DOE) issued Department Order (DO) No. DO2020-04-0006 dated 13 April 2020, providing for the guidelines on the conversion of current postpaid/prepaid mobile telephone subscription to cellular phone allowance for the officials and personnel of the DOE;

**WHEREAS**, this month of September 2020, the implementation of the subject Department Order was undertaken by the Administrative Services through the enrollment of new mobile numbers of DOE Officials and Personnel entitled to receive the Cellular Phone Allowance and the preparation and approval of the Special Order indicating those who are entitled, the amount of their entitlement and the enrolled new mobile numbers;

**WHEREAS**, in the course of the implementation, it has been observed that only Supervising Science Research Specialists (with salary grade 22) have been included in the said Department Order but there are other position titles with salary grade 22 and 23 in the plantilla of positions of the Department of Energy;

**WHEREAS**, it was further observed that the communication requirements of DOE Projects have not been considered in the subject Department Order;

**NOW, THEREFORE**, in consideration of the foregoing premises, the DOE hereby adopts and promulgates the following additional guidelines, to wit:


1. The following DOE employees who hold regular plantilla positions (regular/coterminous) with Salary Grade (SG) 22 & 23 shall be entitled to the monthly cellular phone allowance in cash in the amount of Five Hundred Pesos (PhP500.00), which funding shall be sourced from the Maintenance and Other

Operating Expenses (MOOE) of the DOE Regular Fund consistent with Department Order No. DO 2020-04-0006:

POSITION	OFFICE/DIVISION/S	NO. OF POSITION/S
Accountant IV	FS – AD	3
Attorney IV	LS – PLSD, DCELSD, RELSD, GLSD, UCELSD and VFO-OD	6
Information Technology Officer II	ITMS – ITD and ISD	2
Internal Auditor IV	EO – IAD	2
Security Officer IV	EO – OSEC	1
Supervising Administrative Officer	AS – HRMD (3), PMD, TD and GSD	6
	FS – BD	2
	ITMS – IDMD	1
Supervising Technical Audit Specialist	FS –PCD, RERCD and CERCD	3
<b>TOTAL</b>		<b>26</b>

2. For the DOE Locally/Foreign Funded Projects, the following guidelines for the grant of cellular phone allowance shall be strictly enforced:
  - 2.1 A maximum of three (3) officials/employees are entitled to receive cellular phone allowance per project;
  - 2.2 Preference on the granting of the allowance shall be given to staff with salary grade 22 and below;
  - 2.3 The amount of cellular phone allowance shall range from PhP500 to PhP1,500 per month depending on the role of the official or employee in the project;
  - 2.4 The project duration shall be indicated in the Special Order to be prepared;

- 2.5 The allocation of cellular phone allowance for projects shall be reviewed yearly and may be revised as necessary;
- 2.6 The provision of cellular phone allowance shall cease upon termination/completion of the project; and
- 2.7 For this purpose, funding will be sourced from the respective project funds.
3. It shall be the responsibility of the respective heads of Bureaus/Services/Divisions/Concerned Offices to implement this policy.
4. These guidelines shall be subject to existing government accounting and auditing rules and regulations.
5. All other provisions of Department Order No. DO2020-04-0006 not inconsistent with this Addendum shall apply.
6. These guidelines shall take effect immediately.

  
**ALFONSO G. CUSI**  
Secretary

OCT 30 2020

